



# CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

NOVEMBER 2016

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## Performance Measures

Month	2013	2014	2015	2016	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2596	2894	2571	2673	2:11 Minutes	9 = 1:30	5 = 2:30	16 = 1:46
February	2399	2714	2422	2585	1:57 Minutes	7 = 0:52	2 = 1:06	5 = 3:55
March	3117	2885	2714	2884	1:35 Minutes	17 = 1:59	9 = 1:03	14 = 1:43
April	2931	3005	2808	2925	1:12 Minutes	19 = 1:25	7 = 0:51	15 = 1:20
May	3145	3197	2961	3089	2:03 Minutes	22 = 1:30	8 = 2:03	15 = 2:36
June	3051	3161	3059	3096 +630 fc	1:44 Minutes	18 = 2:59	12 = 1:00	21 = 1:14
July	3176	3515	3076	2945 +495 fc	1:30 Minutes	29 = 1:18	7 = 2:06	14 = 1:07
August	2995	3280	3064	2824 +209 fc	2:11 Minutes	12 = 2:00	14 = 2:21	20 = 2:14
September	3342	3129	2892	2689 +404 fc	2:40 Minutes	12 = 2:00	14 = 2:22	20 = 2:11
October	3269	3158	2805	2813 +615 fc	2:43 Minutes	19 = 1:51	10 = 2:46	14 = 3:33
November	3472	2763	2871	2502 +616 fc	1:42 Minutes	17 = 3:12	9 = 1:02	14 = 0:53
December	2670	2551	2512					
Totals	36252	36252	33,755	28,523				
Avg per Day	99.5 cfs	98.5 cfs	92.4 cfs	93.8 cfs				

NOTE: Calls for Service for the months of June-September listed here, separate all frequent checks from the cfs, accounting for 2353 frequent checks. CFS totals can be skewed with the inclusion of the FC's which were required to be documented these months in CAD. Calls for Service totals do not include the frequent checks for those months.

Calls for service have shown an increase from January - June, but have leveled thus far, showing decreases in July -Sept. Jan +3.4%, Feb +6.7%, Mar +6.2%, April +4.1% & May +4.3% June + 1.2% July -4.2%(down) Aug -7.8% (down) Sept -7.1%. Oct- No change. There is an overall average increase of 0.5% over calls for service through October 2015

## Crime

### November

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg-Res	Burg-Com	Larc	MV	Total
Nov. 16	1	0	2	4	14	24	3	62	6	116
Nov. 15	0	1	3	2	15	12	1	58	1	93
Dif. +/-	100.0%	-100.0%	-33.3%	100.0%	-6.7%	100.0%	200.0%	6.9%	500.0%	24.7%
			Month	Total				Month	Total	
Violent Crime Diff +/-			21/21	0%	Property Crime Diff +/-			95/72	31.94%	

YTD 16	10	16	32	30	150	171	22	624	38	1090
YTD 15	1	9	36	21	100	145	36	697	39	1076
YTD%	900.00%	77.77%	-11.11%	42.85%	50.00%	17.93%	-38.88%	-10.47%	-2.56%	1.30%
YTD	Violent Crime YTD (Diff # / %)			238/167	42.51%	Property Crime YTD (Diff # / %)			855/917	-6.76%

### Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2017 paving total – 1.79 miles

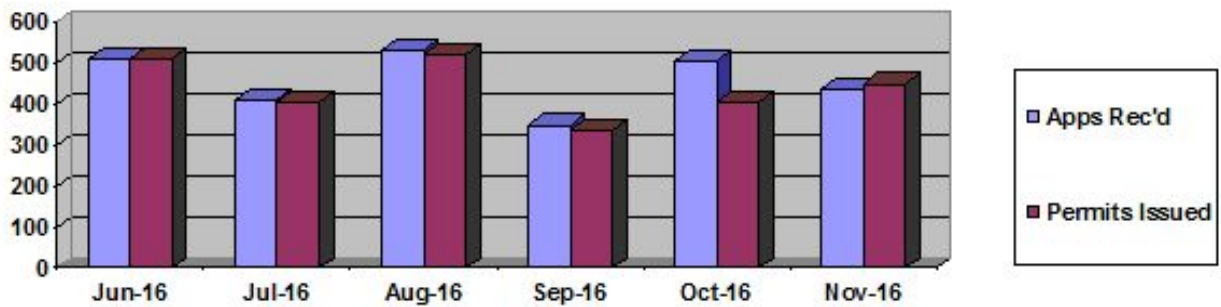
### Diversion Rate of Solid Waste from Disposal at a Landfill

- November diversion rate – 51.3%
- 12-month (December 2015 – November 2016) diversion rate – 41.6%

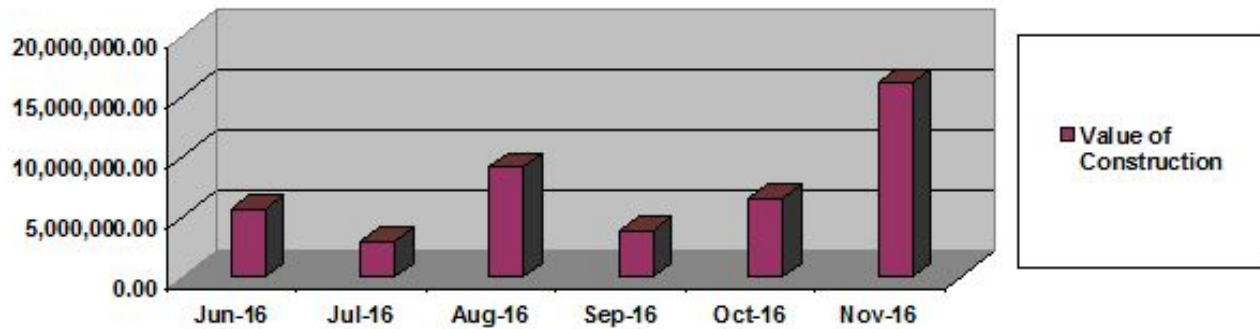
### Water Quality Testing Results

- There were no water quality issues with the November 2016 water samples.
- There were no water quality issues with water samples taken in 2015.

**Permits - 436 permit applications were received. 448 permits were issued.**

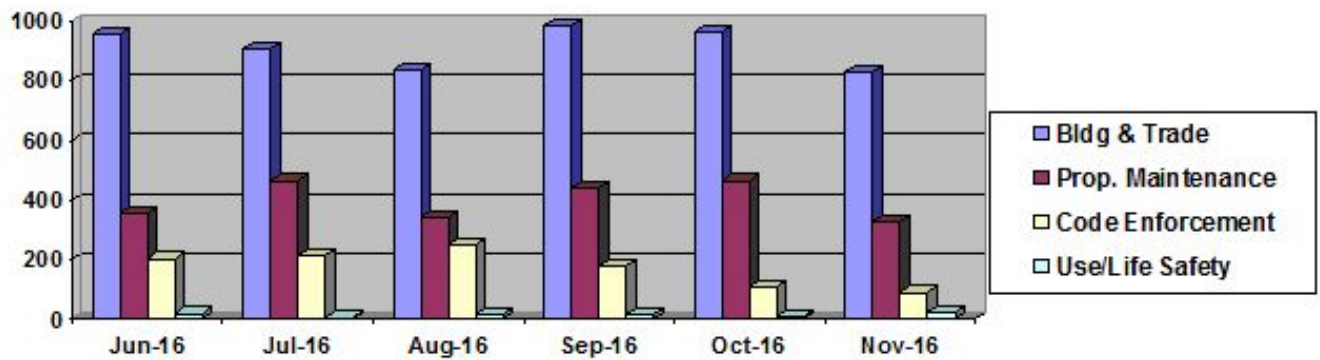


**Value of Private Construction - \$16,085,752.29**

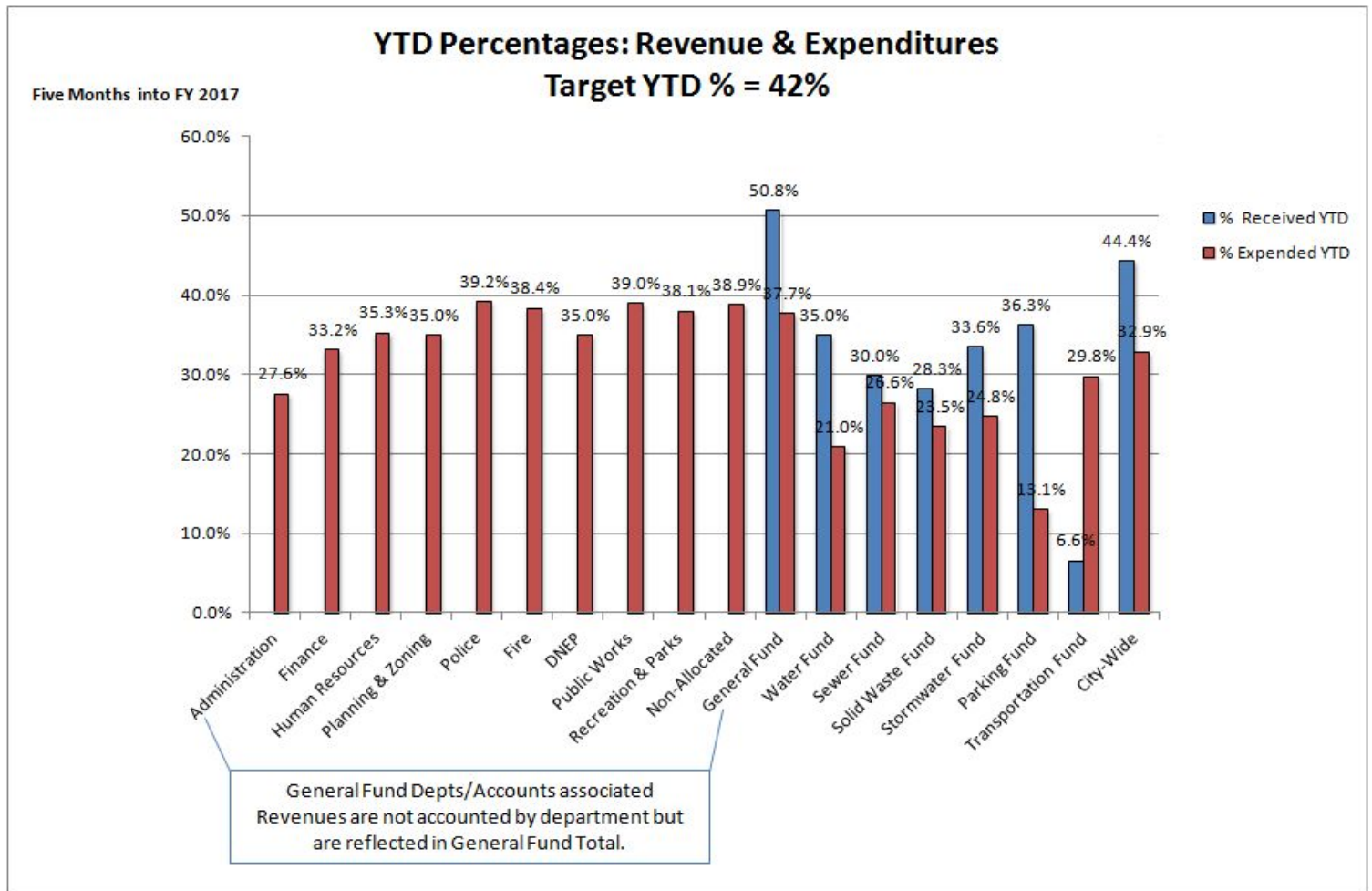


### Private Construction Inspections Performed

- 827 Building and Trade Inspections
- 89 Code Enforcement Inspections
- 21 Use/Life Safety Inspections
- 326 Property Maintenance (Also Forest Hills Apts-153 units; 988 Spa Road-156 units; Re-inspected Eastport Terrace-45 units)



## Budget Status



YTD Percentages: Revenue & Expenditures						
July 2016-November 2016: YTD 42%						
	Revenues	% Received YTD	Budget	Expenditures	% Expended YTD	Budget
Administration				831,368.38	27.6%	3,008,577.36
Finance				1,491,492.79	33.2%	4,498,874.36
Human Resources				259,017.96	35.3%	733,370.02

<b>Planning &amp; Zoning</b>				694,085.83	35.0%	1,982,811.22
<b>Police</b>				6,632,562.87	39.2%	16,914,460.67
<b>Fire</b>				6,284,660.03	38.4%	16,356,402.27
<b>DNEP</b>				729,442.32	35.0%	2,083,872.15
<b>Public Works</b>				3,052,125.13	39.0%	7,816,733.74
<b>Recreation &amp; Parks</b>				1,765,938.29	38.1%	4,638,879.35
<b>Non-Allocated</b>				5,203,224.32	38.9%	13,377,153.35
<b>General Fund</b>	36,289,501.25	50.8%	71,412,667.34	26,943,917.92	37.7%	71,411,134.50
<b>Water Fund</b>	2,728,687.71	35.0%	7,789,467.43	1,590,868.23	21.0%	7,580,205.34
<b>Sewer Fund</b>	2,607,698.82	30.0%	8,696,656.00	2,263,555.09	26.6%	8,524,786.09
<b>Solid Waste Fund</b>	789,796.98	28.3%	2,793,266.31	564,058.51	23.5%	2,396,863.39
<b>Stormwater Fund</b>	299,528.40	33.6%	892,500.00	197,863.85	24.8%	798,685.47
<b>Parking Fund</b>	2,851,668.66	36.3%	7,864,000.00	1,037,909.79	13.1%	7,947,239.46
<b>Transportation Fund</b>	242,733.48	6.6%	3,653,500.00	1,084,524.82	29.8%	3,635,949.29
<b>City-Wide</b>	45,809,615.30	44.4%	103,102,057.08	33,682,698.21	32.9%	102,294,863.54

## Central Purchasing

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### Current Procurements

**RFP 16-09 – Transit Bus Electronic Fare Box Collection System**

- Awarded to TripSpark. Contract in process.

**IFB 17-05 – Chesapeake Avenue Water Main Replacement**

- 9 Bids received. Review in progress.

**RFQ 17-07 – Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices**

- Qualifications statements due 1/5.

**RFP 17-09 – Investment Consulting Services**

- 15 Proposals received. Review in progress.

**RFP 17-10 – Mosaic Tile Art Mural**

- 2 Proposals received. Review in progress.

**RFP 17-12 – Forest Drive Sector Study**

- 6 Proposals received. Review in progress.

**RFP 17-14 Stormwater and Flood Mitigation Design**

- 2 Proposals received. Review in progress.

### Completed Procurements

**RFP 14-14 DPW Maintenance Facilities – Design/Build Services**

- Awarded to Gardiner & Gardiner. Design/pricing under review.

**RFP 15-12 Annapolis Renewable Energy Park**

- Awarded to BQ Energy. Lease approved. Project scheduled for Fall 2017 completion.

**RFP 15-22 – APD Firing Range Ventilation System**

- Awarded to Careys Heating and Air Conditioning. Project scheduled for January 2017 completion.

**RFP 15-23 – Upper West Street Sector Study**

- Awarded to AECOM. Study scheduled for February 2017 completion.

**RFP 16-06 – Energy Performance Contracting**



- Awarded to Honeywell International. Energy audit completed. Proposed projects and pricing under review.

**RFP 16-16 – Design Services – PMRC Ball Field Renovations**

- Awarded to First Capital Engineering. Project scheduled for December 2016 completion.

**IFB 16-23 – Admiral Farragut Water Tank Painting**

- Awarded to Manolis Painting, Inc. Project scheduled for December 2016 completion.

**RFP 17-03 – Construction Services – Stanton Center Floor Replacement**

- Awarded to L & R Floors. Project scheduled for February 2017 completion.

**Pending Procurements**

**IFB 17-08 – PMRC Ballfield Grading**

- Draft in progress. Anticipated release TBD.

**RFP 17-13 – Actuarial Services – Pension and OPEB**

- Draft in progress. Anticipated release TBD.

**IFB 17-16 – Cornhill Street Sidewalk Replacement**

- Draft in progress. Anticipated release TBD.

**IFB 17-17 – Bywater Park Improvements**

- Draft in progress. Anticipated release TBD.

## **Capital Projects**

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### **Pump Station Replacement/Rehabilitation**

Second St. PS Wetwell Rehab – Cost proposals are being reviewed for replacing an exterior door and the adjacent windows. Final modifications to the FRP grating will be made this month.

### **Sewer Rehabilitation and Water Distribution**

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation – This month, the sewer lining contractor has lined over 1,800 feet of sewer mains, replaced 3 sewer laterals and made one point repair. A City manhole was found buried on USNA property, and the cover was raised to grade. This will allow the sewers to be cleaned and televised to determine the need for lining. USNA Flowmeter – USNA WTP data has been ruled out for primary use in USNA sewage flow measurement. Alternate sewage meters are under consideration. Buried Asset Evaluation – GIS/model discrepancies continue to be reviewed and corrected, as appropriate. The final GHD Comprehensive Assessment Plan, 10-yr plan and as-built lookup will be due after the discrepancies are resolved. The second draft software review report is under review. Water Meter Purchases – Comprehensive radio read meter purchases and installation continues. Review of large meter full or “guts” replacement is

also ongoing. Chesapeake Ave. Water Main Replacement – The bid opening was held November 15 and the bids are under review.

## **Water Tank Rehabilitation**

The Farragut tank work is nearly complete with expected Substantial Completion during the week of December 5, 2016.

## **New Water Treatment Plant (WTP)**

WTP Design/Build (D/B) – Project work and related activities completed this month include further commissioning preparation; handrail installation; insulation installation; sample and chemical piping installation; setting aerators; pump room conduit installation; testing of chemical building poly and FRP tanks; Control Building masonry, decks and trusses; electric room work including SS piping and tubing for Venturi meters; and energizing electric gear.

## **City Dock Bulkhead Replacement, Phase 2**

Stormwater management (SWM) design and construction remains to be completed. Met with developers of 110 Compromise to discuss coordination of relocation of electrical platform from Donner Lot into the building. Preparing RFP for replacement of boardwalk timbers from Phase 1.

## **Landfill Gas Mitigation**

DPW continues to negotiate with MDE on the Draft Agreement so that a clear course of action can be determined for site mitigation. Sampling work continues for semi-annual monitoring events.

## **Stormwater Management Retrofit**

For the storm drain at the end of Prince George Street, the feasibility of alternative drainage concepts was reviewed and recommendations have been provided. The project engineering firm will prepare the engineering design of the selected drainage solution.

## **Stormwater Management – Flood Risk Mitigation**

The Army Corps of Engineers (USACE) completed data compilation, mapping and review of existing downtown stormwater system. Stormwater system modeling which will inform the upcoming stormwater system engineering design is ongoing and due to be completed by the end of the year. Proposals for the development of conceptual plans followed by detailed engineering design of the storm drain modifications were received on November 10 and were reviewed. Preparing FEMA grant application for funding of the

project which is due in mid-January. Traffic Data is being collected on Compromise and Bay Ridge Avenues as documentation of the impacts to traffic (rerouting) when nuisance flooding occurs downtown.

### **City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation**

Working out details to schedule power outage to replace two (2) old 3-phase electric panels in Electrical Room.

Reviewing proposals to abandon UST.

### **Maintenance Facilities**

The Design/Build (D/B) team was given authorization to proceed to 100% construction documents.

The D/B team is revising project plans for the site design plan review. Special Exception and SDPR to be submitted ASAP.

### **Road Resurfacing**

The 2016 Resurfacing Program fall work ended in November 2016 with the completion of the paving of Garden Gate Lane and Edelman Drive. Permanent striping related to Chinquapin Round Road pending.

### **Main Street Reconstruction**

Preliminary design has been completed. The construction is being planned to start in January 2018, with completion in June 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000.

### **Cornhill Street Sidewalks**

HPC approved the application. Final construction drawing development and construction awaiting funding from sale of old Recreation Building or other sources.

### **Wayfinding Sign Program**

Waiting for Gelberg Signs to complete utility mark out and deliver signs to be installed by the City. Conducted pre-installation walk with City crew to locate signs that city will install. Completed utility mark out for signs to be installed by the City.

### **Truxtun Park Ballfield Grading**

Final review of the grading plans was completed and final comments were sent to the consultant. The City accepted the design even though the plans did not meet project design criteria due to the existing topography of the site.

## Personnel Update

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### New Hires

#### Police Department:

Police Officer (1)

Community Services Specialist

#### Mayor's Office

Community Relations Specialist

### Promotions/Internal Vacancies Filled

#### Fire Department:

Battalion Chief (1)

Captain (2)

Firefighter 1/C ALS (2)

Lieutenant (1)

#### Public Works:

Mason I (1)

#### Finance:

Senior Accountant

## Law Office Report

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### Open Litigation

Case Name	Dept	Comments
City of Annapolis v. SPAW, LLC A.A. District Court Case No. 3z36100886, 5z36100888 (Municipal Infractions L1-13)	HPC	Oral arguments on appeal by SPAW, LLC to Court of Appeals re: vinyl windows @ 2 Maryland Ave. scheduled for 9/8/16; awaiting CSA opinion
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; Briefs filed; arguments in March 2017

Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision. Petitioners appealed to Court of Special Appeals; Court denied arguments; decision pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; Answers filed; trial postponed; trial date 1/17/17
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386 (L17-15)	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs submitted; oral arguments heard; decision pending
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510 (L97-15)	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; Motions hearing occurred 4/11/16; re-hearing on 8/9/16; Motion to Dismiss granted; City filed appeal to Court of Special Appeals challenging denial of right of citizens to seek judicial review; briefs pending
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931 (L84-15)	DOT	Complaint and answer filed; discovery ongoing
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-03537 (L14-16)	APD	Complaint and Answer filed; discovery ongoing
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery ongoing
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director's decision to deny disability retirement application
Massey v. COA, et al.	DOT	Complaint and Answer filed; trial date 1/17/17

A.A. District Court Case No. D-07-CV-16-004580 (L25-16)		
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16)	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; trial scheduled for 3/6/17
Baywoods of Annapolis – PJR A.A. Circuit Court Case No. C-02-CV-16-001916 (L30-16)	P&Z	Petition for Judicial Review of a Board of Appeals ruling granting application for variances; PJR withdrawn; CLOSED
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1-16-CV-02621 (L44-16)	PW	Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; Answer filed; discovery ongoing
Taylor v. COA A.A. District Court Case No. D-07-CV-15-009980 (L45-16)	DOT	Complaint and Answer filed; awaiting new trial date
COA v. JBK, LLC (51-53 West Street mural) A.A. District Court Case Nos. 3z36100900, 1z41100851 (L31-16)	HPC	City issued citations in regard to mural painted on building at 51-53 West Street; Motions hearing scheduled for 12/20/16; trial scheduled for 2/9/17
COA v. Paul & Julie Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial scheduled for 1/17/17; discovery ongoing
MCCR / EEOC Cases:		
Spearman v. COA	APD	Claim and Answer filed; fact-finding conference pending
Administrative Hearings:		
(none)	APD	
Workers' Compensation Appeals to Circuit Court:		

Imhof v. COA	APD	At Claimant's request (and over City's objection), this case was remanded to the Maryland WCC for a decision as to whether or not the claimant actually sustained an occupational disease. The Court has remanded it and closed it. But, the WCC does not show receipt of this Order, as Claimant's counsel has not filed it.
COA v. Thomas	APD	Appeal noted on Occupational Disease (OD accepted/Temporary Total denied). Deposition of Richard Lilly (Claimant's expert) completed on 9/13/16; Deposition of Claimant completed on 09/23/16. Pretrial Settlement Conference held 11/30/16 with trial date set for 5/4/17
Martinez v. COA	APD	Appeal of WCC decision; Discovery ongoing; mediation completed (matter will proceed to trial); pretrial settlement conference scheduled for 2/2/17, with trial date to be set at that time
COA v. McCall	DOT	City filed an appeal of WCC findings; however, the Commission granted the City's request for rehearing with a Commission hearing scheduled for 12/02/16; mediation pending; Circuit Court appeal is proceeding simultaneously with discovery and is set for pretrial settlement conference on 3/30/17 with a trial date to be set at that time; Mediation scheduled for 12/16/16
Terry, Jr. v. COA	AFD	Appeal of WCC decision; Deposition of the Claimant's expert (Richard Schwartz, M.D. completed on 9/28/16); pretrial settlement conference held 11/17/16; court rescheduled it for 2/2/17 and scheduled trial for 2/23/17 if settlement is not reached
Murrell v. COA	AFD	City filed an appeal of the WCC finding that the Claimant sustained an occupational disease in the course and scope of employment which is not barred by the statute of limitations; Discovery ongoing; deposition of Dr. Soden scheduled for 1/26/17; pretrial settlement conference scheduled for 4/20/17, with trial date to be set at that time
Kirchner v. COA	AFD	9/29-30 Jury trial on the issue as to whether or not the Claimant sustained an occupational disease in the course and scope of employment (presumption case); after deliberation, the jury affirmed the WCC's

		decision, finding in favor the Claimant. Case remanded to the WCC.
<b>Union Grievances:</b>		
Grievance – decision of personnel action by APD Chief	APD	Hearing pending
Grievance – failure to promote by APD Chief	APD	Hearing pending 9/23/16

## Adopted Legislation

### Legislation adopted on 11/14/16

**O-42-16 Bonded Employees** - For the purpose of providing that as a substitute for a bond, the City Council may authorize the City to insure the Director of Finance and the Assistant Director for Accounting under a Government Crime Policy.

**O-47-16 Extending Hours in Parking District 3** - For the purpose of extending the Special Residential Parking District hours on certain streets in Murray Hill to midnight, seven days a week.

### Legislation adopted on 11/28/16

**R-30-16 Anne St. Clair Wright Legacy Tablet** - For the purpose of accepting a bequest from the late Alderman Richard E. Israel and approving a matching allocation of City funds to be used to purchase and install an outside Tablet in honor of Anne St. Clair Wright.

**R-31-16 “Pip and Zastrow” Legacy Tablet** - For the purpose of accepting a bequest from the late Alderman Richard E. Israel and approving a matching allocation of City funds to be used to purchase and install an outside Tablet in honor of former Mayor Roger W. (Pip) Moyer and Joseph Zastrow Simms.

**R-33-16 Landmark Designation of the Community Health Center at Parole** - For the purpose of accepting and approving the recommendation of the Historic Preservation Commission to designate the Community Health Center at Parole, Inc. as a landmark; and matters generally relating to said landmark designation.

## Alcoholic Beverage Control Board

### PUBLIC HEARING

- **LIGHTHOUSE BISTRO** - New

Application for a new alcoholic beverage license Class B-4, Beer, Wine & Liquor, six a.m. to twelve midnight seven days per week (special Sunday license) by Elizabeth G. Kinney for the premises known as, Light House Social Enterprises, LLC T/A Lighthouse Bistro, 202 West Street, Annapolis, MD 21401

- **FADO IRISH PUB** – Transfer



Application for an transfer of an existing Alcoholic Beverage License Class B-4.x, Beer, Wine and Liquor, on sale, six a.m. to twelve midnight seven days per week (special Sunday license), In addition, sales as authorized from twelve midnight to two a.m. by Anita McDaniel-Lovelace, Keith McGrory and Robert Wells Crawford for the premises known as KMWC (Formerly known as Annapolis Irish Pub, LLC) T/A Fado Irish Pub, 1 Park Place #7, Annapolis, Maryland 21401

## **BUSINESS AND MISCELLANEOUS**

- **ANNAPOLIS RUNNING CLASSIC** – Running Race & fundraiser

Request for a Special Class C, One Day Liquor License for the Annapolis Running Classic from 8:00 a.m. to 7:00 p.m. on November 19, 2016 at the Navy Marine Corps Memorial Stadium 550 Taylor Avenue, Annapolis MD 21401.

- **STANTON COMMUNITY CENTER** – Whiliminia Brown

Request for Consumption on City Property permit for private rental party from 8:00 p.m. to 12:00 midnight on Friday December 23, 2016

- **STANTON COMMUNITY CENTER** – Mary Galloway

Request for Consumption on City Property permit for private rental party from 8:00 p.m. to 12:00 midnight on Saturday November 26, 2016

- **APPROVAL OF 2017 MEETING DATES**
- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN NOVEMBER: 19**

## **CITY CLERK:**

13 – Fully Executed Contracts/Agreements  
7 - Special Event Application Reviewed  
2 - Solicitors Applications  
2 - Draft City Council Meeting Minutes  
1 - Draft Board of Supervisors of Elections Meeting Minutes  
1 - Agenda Posting – Board of Supervisors of Elections  
1 - Aldermen Requests  
21 – Citizen Requests  
1- Maryland State Archives – Journal 1979-1980

Trainings/ Meeting Attendance:

11/9/16 - Southern Maryland Municipal Association Meeting – North Beach  
11/10/16 - Anne Arundel County Board of Elections Presidential Canvass Review  
11/17/16 - OEM Call Center Training  
11/18/16 - Anne Arundel County Board of Elections Presidential Canvass Review

BOARD OF SUPERVISORS OF ELECTION:

## 11/ 17/16 UPDATE - POLLING PLACE LIST / STATUS PENDING ON LOCATION BELOW:

Ward / Precinct	If you voted here Previously....	Proposed – Your New Location will be....
2-2	Annapolis Library Closed for Construction	Mailed letter to TRINITY UM CHURCH - Waiting on Confirmation Letter
8-18	First Baptist Church of Eastport	Same – Waiting on Confirmation Letter

### CITY COUNCIL ASSOCIATE:

- Standing Committee Meeting Attendance:  
Transportation Committee (11/15/16)  
Housing and Human Welfare Committee (11/15/16)  
Finance Committee (11/21/16)  
Public Safety Committee (11/21/16)  
Economic Matters Committee (11/21/16)

6- Minutes Drafted

6- Agenda Creation

## Public Safety Update

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### Fire Department

#### Monthly News/New Projects

The Department responded to 892 calls for service this month and a total of 9924 calls for 2016 with the following breakdown:

- EMS - 656 or 74%
- Fire – 185 or 16%
- Service – 35 or 7%
- Rescue – 9 or 2%
- Hazmat – 7 or 1%

#### Notable Incidents – November Highlights

- 11/2/16 - Assist Police with EOD and Tactical Medic Support - Fredrick Douglass Street
- 11/5/16 - Shooting - Monroe Street - Serious Trauma
- 11/5/16 - Shooting - Madison Street - Serious Trauma
- 11/6/16 - CO Emergency - Edgewood Road - Fatal

- 11/7/16 - Vehicle Accident with Entrapment - Arundel on the Bay Road
- 11/7/16 - Vehicle Accident involving County Police - Forest Drive
- 11/7/16 - Assist Naval Academy - Working Building Fire - USNA Laundry
- 11/7/16 - Stabbing - Tyler Avenue - Serious Trauma
- 11/10/16 - Suspicious Package - West Street - Explosive Services Response
- 11/10/16 - Shooting - Fredrick Douglass Street - Serious Trauma
- 11/12/16 - Support Operations - Navy Stadium (ESU, HM, IC, Command Unit)
- 11/13/16 - Pedestrian Struck - Forest Drive - Serious Trauma
- 11/14/16 - Working Dwelling Fire - Cohasset Avenue
- 11/15/16 - Technical Rescue - Injured person - Arbutus Road
- 11/19/16 - Water Rescue - Thomas Point
- 11/26/16 - Dwelling Fire - Bay Avenue
- 11/26/16 - Shooting - Clay Street - Serious Trauma (2 persons)
- 11/30/16 - Stabbing - Copeland Street - Serious Trauma

### **Fire and Explosives Services Unit – Monthly Highlights – Accomplishments**

- K-9 Responses - 6
- Investigations – 3 (1 Arson)
- Suspicious Package Responses – 8
- Explosive Ordinance Standby - 2
- Assist Police Incidents - 5
- Internal Investigations – 0
- Fire Safety Inspections – 13
- Code Enforcement Complaints - 0
- Investigator Williams continues training with the Anne Arundel County Police Academy

### **Other Events/Activities**

- The Department responded to 6 City heroin overdoses with 1 known fatality(s).
- Cardiac Arrest Survival Rate: 4 Cardiac Arrest with 1 patients with ROSC prior to arrival at ER
- EMS Fees Collected YTD – Fiscal YTD \$451,191
- EMS Transports: 401
- The EMS Division conducted 0 citizen CPR courses.
- EMS Captain Grimes attended meeting for AAMC Stroke center re-certification by the Joint Commission and MIEMSS
- The Department provided EMS coverage for the Annapolis Running Classic.
- The Department is providing Flu shots for fire department employees
- Our Tactical Medics responded to 3 incidents with APD.
- Completed 89 new fire safety building inspections and 34 re-inspections (includes inspections conducted by station personnel).
- The Fire Marshal's Staff conducted 4 Fire Permit/Plan Reviews and 13 Building Permit Reviews.
- The Fire Marshal's Office conducted Fire Safety training at Morris Blum Building which included kitchen fires and fire extinguishers. They also did a public safety message on winter fire safety on WNAV.

- Chief Stokes, Deputy Remaley and B/C Butler met with Alderwoman Finlayson, a rep from the Board of Education and representatives from APD regarding our response procedures for disciplinary or medical emergencies in School.
- Deputy Chief Remaley attended Union negotiations meetings with the management team.
- The Bomb Squad and other units participated in the Midshipman Brigade March downtown to the Stadium.
- Our Honor Guard participated in Veterans Day Activities Downtown.
- The Department provided support for the final Navy Home Football game this season.
- Conducted awards for Fire Prevention Week poster contest.
- Our personnel installed 5 smoke detectors and 0 CO alarms and conducted 8 public education events.
- Training hours completed – 2070
- ISO rating – Class 2
- Chief Stokes & D/C Remaley attended Union negotiations meetings.
- The Department is in the middle of the hiring process for the 12 SAFER grant firefighter positions.
- This month's Fire Prevention Message – "Safety is the Best Present"
- Chief Stokes met with APD regarding priorities for the first round of purchases for the City Radio Upgrade/Replacement Project.
- Deputy Chief Remaley attended the monthly Anne Arundel County Criminal Justice Coordinating Council meeting.
- Chief Stokes attended the County Executive's Public Safety Core Group Team.
- Drafted list of Achievement for 2016 for Mayor's Office.
- The Department's command staff participated in the Citywide Civil Disturbance Table Top Exercise at OEM.

## Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of November the Department used 1343.75 hours of overtime at a cost of \$75,958.60 this represents a usage of 17.66% of our total annual budget available for overtime. Our YTD overtime expenditures are \$286,001.52 or 66.51% of our annual OT budget.
- **NOTE: Overtime Costs this month impacted by hiring process for FEMA Grant and Special events (\$30k)**
- We currently have one (1) person on extended disability leave, three (3) on modified duty and one (1) firefighter vacancies.

## Major Planned Actions

- Continue with Smoke Detector outreach program.
- Continue Union contract negotiations
- Continue with hiring of twelve (12) new firefighters
- Conduct annual Holiday Fire Safety outreach to local businesses
- Prepare for Annual Military Bowl Game
- Conduct Ice Rescue Training

## EMERGENCY MANAGEMENT

### Incidents and Events

- November 1<sup>st</sup> – Coastal Flood Advisory
  - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of coastal flooding expected to impact the Annapolis area.
- November 12<sup>th</sup> – Brigade of Midshipmen March and Solidarity with Standing Rock Rally
  - The Emergency Operations Center activated as the Command Post for two major special events in Annapolis on November 12<sup>th</sup>. In the morning, the Brigade of Midshipmen marched through downtown Annapolis in celebration of Veteran's Day. Later in the day a group of approximately 400-500 participants marched through Annapolis to express their support of those protesting the pipeline in North Dakota. OEM sent several push notifications through the Prepare Me Annapolis App and informed the public through social media as well.
- November 29<sup>th</sup> – Coastal Flood Advisory
  - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of coastal flooding expected to impact the Annapolis area.
- November 30<sup>th</sup> – Power Outage
  - OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about a power outage due to a blown fuse and defective arm that impacted approximately 1400 customers and three public schools. Power was fully restored within a few hours.

## Planning

- OEM staff took part in an unmanned aerial systems (UAS) demonstration on November 2<sup>nd</sup>. OEM staff met with personnel from the University of Maryland UAS Test Site and UAV Solutions to examine and fly a few different UAS models.
- OEM staff attended Navy Football Operations Meetings on November 7th and 28th. The meetings were in preparation for the games against Tulsa on November 12th and Temple on December 3rd.
- On November 10<sup>th</sup>, OEM staff attended a Statewide Evacuation Workshop. This Workshop was held in Westminster, MD and covered best practices of evacuation in Hurricane Matthew, as well as breakout groups to discuss areas of improvement to successfully evacuate statewide.
- On November 10<sup>th</sup>, OEM staff attended a planning meeting for the Annapolis Running Classic. The Annapolis Running Classic was held on November 19<sup>th</sup>.
- On November 14<sup>th</sup>, OEM staff attended the Finance Committee meeting and the City Council meeting.
- OEM staff attended the Maryland Emergency Management retreat for local emergency managers on November 15<sup>th</sup>-16<sup>th</sup>.
- On November 28<sup>th</sup>, OEM Staff met with representatives from the Maryland Emergency Management Agency and the Baltimore Urban Area Security Initiative regarding the City's progress on a Jurisdictional Recovery Plan.
- Emergency Management conducted two site visits to licensed health care facilities in November to discuss emergency planning and notification in conjunction with the Anne Arundel County Health Department and Anne Arundel County Department of Aging & Disabilities. OEM visited Baywoods of Annapolis on November 28<sup>th</sup> and Spa Creek Genesis Center on November 30<sup>th</sup>.
- On November 29<sup>th</sup> OEM met with the new County Liaison Team (COLT) coordinator from the Military Department to discuss the relaunch of the COLT program and continued coordination between OEM and the National Guard.
- Emergency Management continued preparing the Hazard Mitigation Grant Program (HMGP) with a focus on 4 priorities: a Hydrology & Hydraulic Study, historical meteorological data and analysis, a new traffic study, and the gathering of economic loss data related to flooding.

- Emergency Management's grant funded contractor for the Natural Hazard Mitigation Plan continued updating the plan, which should be complete and approved by the end of 2017.

### **Training/Exercise**

- On November 1<sup>st</sup>, OEM delivered a presentation on the Emergency Operations Center and Emergency Management responsibilities to new Annapolis firefighters.
- On November 14<sup>th</sup>, OEM Attended the Governor's Grants Conference hosted by the State of Maryland.
- On November 17<sup>th</sup>, the Annapolis Call Center held an exercise in which call takers received and processed phone calls during a simulated disaster. This exercise served as a culmination of three training sessions.
- OEM presented on City Departments' winter season preparations to the City Manager's meeting on Nov 18 presentation.
- On November 18<sup>th</sup>, OEM attended the Licensed Facilities Working Group meeting at the Anne Arundel County EOC.
- On November 22<sup>nd</sup>, OEM held a Table top Exercise regarding Civil Protest. Representatives from the Mayor's Office, Fire Department, Police Department, Law Office, and Recreation and Parks came to discuss procedures and decisions that would be made in a Civil Protest/Disobedience event.
- On November 29<sup>th</sup> and 30<sup>th</sup>, OEM Staff attended a one-on-one training with MIT Staff regarding MUNIS software.

### **Outreach**

- On November 21<sup>st</sup>, OEM participated in the Public Safety Meeting of the City Council to give an update on the Stanton Center's Winter Relief Shelter.
- On November 30<sup>th</sup>, OEM presented to approximately 60 second graders at Frank Hebron- Harmon Elementary School about emergency preparedness.
- On November 30<sup>th</sup>, OEM staff and Fire Marshal staff were interviewed by 1430 WNAV for the annual business outreach tour of Annapolis and to provide messages of holiday safety and winter season preparedness.
- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,304 as of August 22<sup>nd</sup>, 2016.
- OEM has increased its Twitter followers to 1,200.
- OEM has increased its Facebook 'likes' to 1,834.

### **Grants Management**

- Emergency Management encumbered funds in September for the FY15 State Homeland Security Grant Program (SHSP) and the Pre-Disaster Mitigation Grant, which encompasses the Natural Hazard Mitigation Plan Update and the Weather It Together Project.

November 2016	
SHSP FY 2015 Outreach and App Upgrade	\$5,995.00

Pre-Disaster Mitigation Grant (Hazard Mitigation Plan Update and Weather It Together Project)	\$50,000.00
<b>TOTAL November Grant Expenditures</b>	<b>\$55,995.00</b>

## Police Department

### Notable Incident/s

**Homicide      11/26/16 @ 2224 hours      60 Clay Street      16-5236**

Units responded to 60 Clay St in reference to a shooting. Upon arrival officers located the victim Scotty Moss (m/b/24) and a second victim, Nicholas Turner (m/b/34) suffering from Gunshot wounds. Victim Moss succumbed to his injuries. Victim Turner's injuries are non life threatening. This is an active investigation.

**Shooting      11/5/16 @ 1223 hours      1010 Monroe St.      16-4931**

The victim, Eric Offutt (m/b/18) was shot while walking in the 1000 block of Monroe St. by an unknown individual. This investigation is active.

**Shooting      11/5/16 @ 2234 hours      1155 Madison St.      16-4942**

The victim, Douglas McAuthur (m/b/22), was in the 1100 block of Madison St when an unknown individual began shooting at him. The victim sustained non life threatening injuries.

**Shooting      11/10/16 @ 2253 hours      1122 Frederick Douglas St.      16-5010**

The victim, a male juvenile, was walking down the street when he was approached by the shooter and a second individual. For unknown reasons the suspect shoots the victim before fleeing with the second individual. Two persons have been arrested and charged with this offense. Omaryan Rondell White, m/b/9-7-96, and Deondray Lessell Jones, m/b/2-9-97.

**Handgun      11/11/16 @ 1842 hours      Frederick Douglas Field      16-5021**

Officers patrolling in the area of Frederick Douglas St located a firearm near the field. Ekol Viper 9mm handgun

**Handgun      11/13/16 @ 0158 hours      Compromise at Main St      16-5044**

While officer handled a disturbance, Lt. Freeman's attention was directed to a possibly armed subject. As Freeman approached, the suspect fled. Lt. Freeman was able to grab onto the suspects jacket, pulling same from his person at which time a handgun fell from same. Glock 9mm Handgun.

## Overdoses

105 Year to date (65 Heroin)

10 Fatalities Year to date

05 Overdoses for the month of November.

## Community Services:

C-Safe	Total		Victim Services	Total
Parole & Probation home visits	0		Burglary reports	25
DJS home visits	0		Victim's contacted	0
DJS school visits	0		Residential Survey	4
HEAT meetings	1		Commercial Survey	0
Officer School Visits	0		Neighborhood Safety Training	1
Hispanic Liaison	Total		Community requests	12
Translator Contacts	12		McGruff Appearances	0
Victim Contacts	6		Watch Your Car	Total
Total Contacts	33		Auto Theft reports	6
Court Hours	1		Theft from Auto reports	23
School Visits	20		Vehicles Registered	0
Officer Activity	Total		Scooters Registered	0
Calls for Service	0		TFA Initiative Letters Sent	0
Reports	0		J.O.I.N.S.	Total
Foot Patrol Hours	0		Juveniles currently in JOINS	4
Business Checks	0		Unsupervised juveniles	0
Bank Checks	0		90 day supervision juveniles	4
Traffic Stops	0		Home visits	0
Traffic Citations	0		School visits	0



Traffic Warning	0		J.O.I.N.S. Hearings	4
FIR	0		Closed J.O.I.N.S. cases	1
Warrant Attempts	0			
Emergency Evaluation	0			
CDS Arrests	0			
Warrant Arrests	0		Explorers	Total
On View Arrests	0		Current Explorers	15
Traffic Arrests	0		Interested Explorers	1
Summons	0		Explorer Post Training days	1
Juvenile Citations	0		Community Events Attended	0
Total Arrests	0		Officer School Visits	0

**Community Service Section attended the following meetings in November**

- CSAFE/ HEAT Team meeting
- UASI PIO Meeting
- Neighborhood Safety Meeting
- Hunt Meadow Community Assoc. Meeting
- West Annapolis Meeting
- August Woods Community Assoc. Meeting
- Eastport Civic Assoc. Meeting
- Robinwood Crisis Response Meeting
- ASAP Coalition Meeting
- Anniversary Planning Meeting
- City Council Meeting
- Public Safety Committee Meeting
- Fair and Impartial Policing Meeting
- Nextdoor Outreach Meeting

**Community Service Section participated in the following events:**

- Most Wanted Taping
- Coffee with a Cop
- Key School drug and alcohol presentation
- Destination Day – Annapolis Elementary
- Career Day – Georgetown East Elementary
- Stanton Center Girls Club

- Navy League dinner
- Thanksgiving meal at EUMC
- Metavivor check handover
- Antioch Apostolic Church First Responders Appreciation Day
- Hosted FBI press conference

**Community Service Section participated in the following training:**

- Explorers training (1)
- Range Qualifications
- Navy presentations on substance abuse (2)
- Girls Scouts Special Agent Badge
- Residential Security surveys (4)
- Character Counts

**Recruitment:**

- Off. Parker currently has approximately (7) lateral applicants in the process. Two have since removed themselves from the process. Two were full completed and books are to be expected by the first week of December.
- ENTRY LEVEL- Pre-screen interview have begun and (49) applicants of the original (88) re continuing in the process.
- PCO testing will be done December 1<sup>st</sup> and 3<sup>rd</sup>. This process will allow for hiring at minimum two to 3 additional dispatchers.
- A New CCTV operator was hired.

NOVEMBER MEETINGS AND EVENTS 2016				
Date	Event / Meeting	Location	# Officers	Costs
11-03	Navy March Meeting	City Hall	Gibbs	
11-05	MRE Tug-O-War	City Dock		
11-05	Travis Manion	Hopkins Plaza		
11-06	ATB 10K	NAAA Stadium	9 Officers	\$3,582.32
11-06	1st Sunday	1 <sup>st</sup> Blk West St		
11-07	Navy Football Meeting	NAAA Stadium	Gibbs	
11-10	ARC Meeting	City Hall	Gibbs	
11-11	Veterans Day Ceremony	Memorial Circle	6 Officers	\$967.35

11-12	Navy vs Tulsa	NAAA Stadium	39 Officers	\$16,909.90
11-13	Ripley Race	NAAA Stadium	18 Officers	\$2,506.61
11-14	Military Bowl Meeting	NAAA Stadium	Gibbs	
11-16	Midnite Madness Meeting	City Hall	Gibbs	
11-19	ARC ½ Marathon	Downtown	18 Officers	\$4,997.45
11-21	Turkey Trot Meeting	APD	Gibbs	
11-24	Turkey Trot	Downtown		
11-27	Grand Illumination	Hopkins Plaza	4 Officers	\$1,128.15
11-28	AAC Football Meeting	NAAA Stadium	Gibbs	
11-28	HS Football Meeting	NAAA Stadium	Gibbs	
<b>Total</b>				<b>\$ 30,091.45</b>

## Building Activity

- **Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081)** Permit issued 3/18/16 to replace roof. No inspections to date.
- **Annapolis Police Department (199 Taylor Ave – #BLD16-0353)** Permit issued 9/1/16 for changes to indoor firing range. No inspections to date.
- **Annapolis Townes at Neal Farm (Dorsey Dr –#GRD16-0001)** Permit issued for grading for new subdivision.
- **Annapolis Transportation Department (308 Chinquapin Round Rd - #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Progress inspection of 11/4/16 passed. Still waiting on U.L. certification of equipment.
- **Annapolis Yacht Club (2 Compromise St - #BLD15-0840)** Permit issued 1/8/16 to stabilize building due to fire damage. Progress inspection May 24, 2016.
- **Annapolis Yacht Club (2 Compromise St - #DEM16-0032)** Permit issued 7/12/16 for interior demolition. Contractors met on-site and are preparing to remove the remaining interior finishes and mechanical equipment. No inspections since pre-construction meeting of 8/30/16.
- **Anne Arundel County Force Main Project (Bay Ridge Rd – #GRD15-0027)** Permit issued 10/14/2016. Project not started as of 12/2/16.

- **Anne Arundel County Force Main Project (Edgewood Rd - #GRD15-0002)** Permit issued 10/13/2016. Progress inspection 11/23/16.
- **Bywater Park (800 Bywater Rd – #GRD15-0053)** Permit issued 8/18/16 for Stream Restoration project. Progress inspection 12/1/16.
- **Chart House Restaurant (300 Second St - #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stairs, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. All work complete except for striping ADA parking spaces.
- **Chart House Restaurant (300 Second St- #BLD14-0312)** Phase II alterations. All work complete except for striping the ADA parking spaces.
- **Chesapeake Auto Body (1799 Margaret Ave – #BLD16-0502)** Permit issued 11/14/16 for new body shop. Footer inspection passed 11/28/16.
- **Chinquapin Round Rd. Self Storage (1833 George Ave – #GRD16-0013)** Grading permit issued 11/1/16 for new commercial building.
- **Chinquapin Round Rd. Self Storage (1833 George Ave – #BLD16-0284)** Permit issued 11/1/16 for new commercial building.
- **Chipotle (36 Market Space – #BLD15-0515)** Permit issued 7/11/16 for new restaurant. No inspections to date.
- **City Hall (160 Duke of Gloucester St – #BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Slab inspection 6/7/16.
- **City Hall (160 Duke of Gloucester St – #BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16.
- **Corner Bakery Café (2140 Forest Dr - #BLD15-0772)** Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16. Plumbing and Mechanical wall close-in inspections passed; electrical failed 10/14/16.
- **Eastport Fire Dept. (914 Bay Ridge Ave - #BLD16-0294)** Permit issued 7/1/2016 for interior alterations to meeting room, etc. Permit finaled 11/4/16.
- **Evelyn's Place (24 Annapolis St – #BLD15-0441)** Permit issued 5/24/16 for tenant fit-out for new restaurant. Ceiling close in 11/15/16.
- **Hunt Meadows Community (Beacon Ct - #BLD15-0612)** Permit issued 11/16/16 to repair community walking path – Permit issued 11/16/2016. Progress inspection passed 11/28/16.
- **Kagan Law Group (238 West St – #BLD16-0316)** Permit issued 8/2/2016 for tenant fit-out. Revisions to front façade approved. Footing inspection passed 11/16/16. Trade inspections progressing.

- **Lighthouse Bistro (202 West St - #BLD15-0215)** Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. Ceiling close in 11/2/16. Trade inspections progressing.
- **Lupita's Restaurant (1313 Forest Dr – #BLD15-0768)** Permit issued 6/13/2016 to expand restaurant. Progress inspections on walls only passed 11/30/16.
- **Mary E. Moss Academy (245 Clay St – #BLD16-0381)** Permit issued 8/31/2016 for minor renovations. Slab inspection 10/12/16.
- **Mi Lindo Cancun (2134 Forest Dr – #BLD16-0193)** Permit issued 7/22/2016 for new restaurant. Trade permit inspections progressing. Ceiling close-in 10/21/16. Final inspection pending parking lot restriping.
- **The Monarch School (2000 Capital Dr – #BLD15-0846)** Permit issued 11/29/16 for tenant fit-out for new school.
- **Osteria (177 Main St - #BLD12-0932)** Permit finaled 11/9/16.
- **Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060)** Permit issued 10/27/16 for new Primrose Hill Development. Progress inspection 11/22/16.
- **Rocky Gorge (Aris T. Allen Blvd - #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/1/16.
- **Rocky Gorge (Aris T. Allen Blvd - #BLD14-0252)** Permit issued 6/25/14 for 1<sup>st</sup> single family dwelling in Rocky Gorge development. No inspections to date.
- **Scott Brothers Liquor Store (936 Bay Ridge Rd – #BLD16-0078)** Expand into neighboring unit. Permit issued 4/28/2016. Framing inspection passed 7/6/16.
- **Stanton Center (92 W. Washington St – #BLD15-0527)** Permit issued 8/31/2016 for minor interior work. No inspections to date.
- **Sakura Café' (103 Main St – #BLD16-0329)** Permit issued 11/29/2016 for expansion.(BLD16-0329). Progress inspection passed 12/6/16
- **The Children's Guild (2000 Capital Dr - #DEM15-0042)** Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- **3 Sisters Boutique (170 Main St – #BLD16-0272)** Permit issued 7/1/16 for tenant fit-out. Permit finaled 12/1/16.
- **Village Greens (S. Cherry Grove Ave, starting with #BLD11-0026 et al)** Job progressing. Near finish.
- **Watergate Village Apartments (700 Americana Dr - #BLD15-0485)** Entire building repairs due to fire damage. Permit issued 4/29/2016. Firestopping inspection 11/8/16.

- **Wings of Fancy Day Spa (93 Main Street – #BLD16-0288)** Permit issued 7/21/16 for tenant fit-out. Framing inspection passed 11/4/16.
- **Flamant (17 Annapolis St – #BLD16-0243)** Permit issued for tenant fit-out for new restaurant 9/26/2016. Framing inspection passed 11/4/16.
- **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 11/30/16.
- **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Footing inspection 11/14/16.
- **110 Compromise St (Old Fawcett's Building - #DEM16-0028)** Permit issued 6/3/16 for interior demolition. No inspections to date.
- **110 Compromise St (Formerly Fawcett's - #BLD16-0289)** Permit issued 8/30/16 for renovation and addition. No inspections to date.
- **122 Main St (#GRD15-0035)** Grading for new commercial building – Permit issued 2/12/2016. Progress inspection done 11/24/16.
- **122 Main St (#BLD15-0395)** Permit issued 2/12/16 for new commercial building. Progress inspection 10/13/16.
- **1023 Spa Rd (Formerly Annapolis Radiator – #DEM16-0007)** Permit issued 3/18/16 to demolish existing building. No inspections to date.
- **1801 West St, #104 (#BLD15-0608)** Permit issued 11/10/15 for alterations for new auto repair shop. Final passed 12/7/16.
- **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.

## Planning Activity

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### Comprehensive Planning

- Nov. 1: Coordinated wayfinding installation, to begin in December
- Nov. 7: Attended MDOT road show for briefing on this year's projects
- Nov. 15: Hosted Maritime Economic Summit for maritime business owners
- Nov. 14: Met with representatives of Homewood Germantown Civic Association
- Nov. 16: Met with representatives of Greater Parole Civic Association
- Nov. 17: Attended Fair Housing seminar
- Nov. 22: Monthly meeting in Baltimore for BRTB
- November: Worked with GIS Coordinator on BMC GIS bike map
- November: Reviewed RFPs for Forest Drive Sector Study

## Current Planning

### Monthly News/New Projects:

- Administrative Adjustment (ADJ2016-019) for Marsha Alton, for 20% reduction in the rear yard setback to construct a screened porch, located at 730 Springdale Ave.,
- Site Design Plan Review (SDP2016-065) for Austin Smith, for critical area hazardous tree removal, located at 132 Silopanna Rd.,
- Site Design Plan Review (SDP2016-067) for Anne Arms, for critical area hazardous tree removal, located at 723 Warren Dr.,
- Site Design Plan Review (SDP2016-069) for William Burgy, for retaining wall and vegetation replacement within the 100ft. buffer, located at 1 Taney Ave.,
- Site Design Plan Review (SDP2016-066) for Robert Mason, for expansion neighboring parking lot with associated stormwater management & landscaping, located at 929 West St.,
- Site Design Plan Review (SDP2016-070) for 203-205 Ridgely Ave., for rooftop exercise area, located at 203 Ridgely Ave.,
- Zoning Certificate (ZC2016-024) for Catherine Anderson, to replace existing deck with a patio, located at 970 Yachtsman Way,
- Administrative Interpretation (ADM2016-011) for Shorewash of Annapolis, for minor modification to a special exception, located at 1918 West St.,
- Subdivision (SUB2106-017) for Robert Mason, for plat of consolidation, located at 929 West St.,
- Variance (VAR2016-021) for Alan Cook Trustee, to raise the existing house and construct a new foundation, 30" above the existing height, located at 207 Shiley St.,
- Variance (VAR2016-022) for Lindsey Glamp, for reduction in the side yard setback, located at 908 Ridgewood St.,
- Port Wardens (PORT2016-025) for Susan Moore, for the installation of a 2,800lb mini mad boat lift, located at 14 Spaview Circle,
- Site Design Plan Review (SDP2016-068) for Lewis & Scottie Campbell, for disturbance within the 100' buffer, replacing impervious paving with pervious decking, located at 15 Eastern Ave.,
- Subdivision (SUB2016-015) for Brig, LLC, for plat amendment to create a forest conservation easement on Lot 4 Bay Village Sub., located at 979 Bay Village Dr.,
- Zoning Certificate (ZC2016-025) for Severn House Condo., to relocate an existing shed, located at Fairview Ave.,
- Zoning Certificate (ZC2016-023) for Sean & Lauren Heenan, for a new asphalt drive over existing gravel drive within the critical area, located at 148 Porter Dr.,
- Zoning Text Amendment (ATA2016-005) O-38-16 Forest Conservation Reforestation,
- Forest Stand Delineation (FSD2016-005) & Forest Conservation Plan (FCP2016-004) for Robert Mason, for expansion neighboring parking lot with associated stormwater management & landscaping, located at 929 West St.,
- Subdivision (SUB2016-014) for 1833 West Sreet, LLC, for plat of consolidation, located at 1833 West St.,

- Subdivision (SUB2016-016) for Alan Schreitmuller, for a plat to add a portion (20'x124') of Colonial Ave. into Parcel 2389, forming one fee-simply lot (Lot2389R), located at 13 Steele Ave.,

## **Major Planned Actions**

- Planning Commission, December 8, 2016:

### **Public Hearings and Deliberations:**

1. ZTA2016-005 – Zoning Text Amendment: O-38-16, Forest Conservation Reforestation, for the purpose of amending Chapter 21.71 of the City Code to prohibit certain development projects from cutting or clearing certain forests within the City of Annapolis unless the applicant offsets that loss with newly planted acreage and providing for an appeal process,

- Board of Appeals, November 1, 2016:

### **Public Hearings and Deliberations:**

1. SE2016-008 – Special Exception application by Quy & Phong Nguyen, property owners, and Quintanilla Corporation t/a Lupita's Restaurant, business owner, for the proposed expansion of an existing standard restaurant with alcoholic beverage service to include a bar, indoor live entertainment, and an extension of the hours of operation from 12 a.m. seven days per week to 2:00 a.m. seven days per week, on property located at 1313 Forest Dr.,

## **Community Development**

### **Community Development Block Grant**

Staff performed other routine CDBG administrative tasks, such as processing payments to subrecipients, completing draw downs from HUD, overseeing the city's housing rehabilitation program, submitted reports, and followed up on projects.

Attended the City's first meeting with representatives of Baltimore, Arundel Community Development Services, Inc., Baltimore County, Harford County, Howard County, the Baltimore Metropolitan Council regarding the need to develop a Regional Assessment of Fair Housing (AFH). City required to conduct an Assessment of Fair Housing as part of its receiving CDBG entitlement funding.

### **Homeless**

Attended the Homeless Coalition Board Meeting and the quarterly Coalition members meeting. Topics covered at this meeting included new initiatives, current outlook on the county's homeless, active committees and faith emergency networks and the Endless Night event.

### **MPDU Program**



- The last unit at Sailors Quay went to settlement this month. Now the two units MPDU units in that development are owned and occupied. Did additional marketing for Boucher Place and 1001 Tyler Ave.
- Worked on legislation to allow disabled individuals who are county residents and do not meet current MPDU criteria to purchase or Rent an MPDU once the 90 day marketing period is complete. Legislation is in committee.
- Updated all MPDU files.

## **HACA**

- Continued working with Home Depot on the Morris Blum community room project. Also helped identify capital projects for upcoming CDBG application.
- Attended HACA Commissioners meeting.

## **Miscellaneous**

- Researched potential recreation ideas for the Clay Street Neighborhood.
- Attended Emergency Solutions Grant Program training
- Completed the West Street kiosk project. All work complete and inspected.
- Amended Habitat agreement for 55 Clay Street and 123 Clay Street
- Met with Hispanic liaison to discuss the Limited English Proficiency Plan and developing a Fair Housing Brochure in Spanish.

## **Historic Preservation**

Administrative approvals issued - 28

Total estimated costs of approved applications - \$278,644.99

Private - \$278,644.99

Public - \$0

Public Hearing approvals issued - 1

Total estimated costs of approved applications - \$18,000.00

Private - \$18,000.00

Public - \$0

## **Economic Development**

- Provided start-up, retention and growth support services for 32 businesses and nonprofits to: connect them with potential loans/investors and no-cost consulting; locate space; resolve permitting, signage and loading issues; develop workforce; and conduct ribbon-cuttings
- Responded to inquiries generated from the City/AAEDC mailing offering no-interest loans to City businesses in revitalization areas, as well as historic and arts district tax incentives to spur redevelopment in targeted areas
- Participated in 59 meetings and events with city departments and business support organizations to:
  - Prepare talking points for and lead Economic Development Tour for three City Bond Rating Agencies
  - Continue developing a Maryland Live! Casino Hiring Event and researching transportation options from the City to casino jobs (more than 150 openings at this time)
  - Help shape new parking and loading zone policies
  - Attend: Maritime Advisory Board Meeting (City Liaison); Transition Team Update Meeting (@ Economic Development Table); 2016 Governor's Grants Conference (learn about potential funding sources for City projects/programs); Maryland Export Workshop (identify MD resources for exporters); and State of Retail Industry webinar (determine future trends)
  - Work on economic impact section of an OEM/DPW grant proposal for flood mitigation at City Dock
  - Begin research and outreach to accommodate SoFo's request to undertake numerous beautification projects along Forest Drive
  - Align business development, events and marketing strategies with AAEDC, AAWDC, DAP (especially Small Business Saturday and Midnight Madness planning), Maryland Public Policy Institute, Maryland Department of Commerce, Design District, and AAD
  - Assist with shepherding (including reviewing/editing reports, conference calls, meetings, etc.) studies/initiatives underway, each of which has economic development impacts
    - Market Assessment and Land-use software tool development
    - Completed the Working Waterfronts Awareness Program (Maritime-Industry Marketing) and presented findings at Annapolis Maritime Summit
    - Historic and Cultural Heritage Economic Assessment for Resiliency planning
    - Comprehensive Maritime Economic & Zoning Study
    - Forest Drive Sector Study (review 6 proposals)

## **SMBE Office**

- Answered/facilitated 14 requests for information, assistance, start-up location inquiries, and referrals
- Made 2 existing business visits
- Participated in 1 pre-application meeting
- Researched and completed application for A&E District Tax Credit program
- Coordinated and facilitated 1 Business Leaders Meeting
- Attended/assisted with annual "Meet the Primes" small business networking event
- Sent 20 new business welcome letters and letters for 2-year anniversary
- Sent out 20 announcements of bid opportunities
- Updated New and Expanding Business List

## Recreation and Boating

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### Recreation

- Stanton Center Manager, Archie Trader was appointed to Acting Director of the Recreation Department on November 21, 2016.
- Stanton Center hosted 30 meetings and 13 events.
- Get Smart Club (after school homework program), Literacy Counts (reading tutoring program) Adult and Youth Open Gym, Starting the Adventure in Reading (STAIR), GAGAS (Girls Are Great at Science), Maryland Food Bank After School Super Club
- We Care and Friends Annual Thanksgiving Dinner was held at the Stanton Center on November 21<sup>st</sup>.
- The PMRC sold 163 Memberships this month.
- 7,091 people used the Pip Moyer facility this month.
- Personal Training 72 hours/Fitness classes participants- 1,212.
- PMRC introduced a new 6 AM Bootcamp that runs 3 days a week.
- Mighty Milers Track Meet at Annapolis High School was held on Nov. 15th. 325 kids participated, 10 local schools grade 3-5. At least 50 midshipmen volunteers. Food was donated from Giant, Graul's and Naval Bagels.
- Jen Jennings hosted a MRPA Leadership Institute Monthly Class/ Meeting.
- Registration for Youth Winter Basketball end with 45 teams enrolled.
- Sport Facility Rentals were \$3,630 for the month of November.
- Revenue for basketball teams, fencing, rock climbing was \$21,810.
- Ballet, Tap and Jazz classes continue until December. The Mini Recital Showcase will be Dec 5 – 8th.
- Staff hosted a Child Care Networking Meeting.
- Staff met with the Maritime Museum Education Director for Summer Camp Schedule.
- Staff is still looking for a Latchkey Director for the Eastport Child Care Program.
- Updates were made to the ARPD web site page (minimal because of new COA web site in design process)
- Holiday Modell's fundraiser for the Scholarship Fund started on 11/24 and continues through 12/24

### Parks

- GreenScape- Rec and Parks received a \$2500 donation for GreenScape from BGE/Exelon!
- Memorial Bench Program- A memorial bench was installed near the Truxtun Park basketball courts. Another memorial bench will be installed in December near the Truxtun tennis courts. Two benches are available to purchase in the newly renovated Davis Park.
- Forest Drive Property- Staff visited property located off of Old Forest Drive to determine whether or not a trail/park would be suitable for the area. It was determined the area was too small.
- Volunteers- Staff is working with volunteers to clear leaves from the trails at EOMNP and Truxtun Park.
- Chesapeake Children's Museum- Staff is working with the CCM to find funding for a creative playground piece that was designed for the property.
- Adequate Public Facilities Plans- Staff worked with Planning and Zoning on the plans for the library on West Street.

- Bywater Park- Staff attended two meetings with DPW staff and the landscape architect for the project to discuss revisions that Ald. Finlayson would like to incorporate into Phase 1 of the project.
- PMRC Supervisor had a contractor come in and price a surge protector at the front door of the Pip Moyer.
- All after hours events/rentals have been successful and no issues.

## Boating

- Additional dock space is newly available for lease on the North Face of Susan Campbell Park thanks to a more robust understanding of our rights and Sailing Hall of Fame's needs. Revenues in spring and summer will increase. Beth Mauk and Bob Agee from the City Manager's office worked on this.
- Final arrangements are being made for Parade of Lights scheduled December 10th. Beth Mauk and Andrew Patterson will lead.
- City Dock and our Pump-Out boat were winterized. The Pump-Out boat will get de-winterized each weekend so that we can perform pump-outs. Tyler Northfield did a great job with this.
- The Harbormaster's sign on the building has been remade--exact replica. Railing repainted, wood restored. Public works will begin to paint the interior of our office, likely next week. Carol Shaw spearheaded this work.
- The bid specifications for our Boardwalk Project are almost complete. Lisa Greico from Public Works is the project manager. Funds are coming from a Waterway Improvement Grant. Expect this work to be completed by Spring 2017
- The Harbormaster has put together a targeted marketing campaign that will begin with Holiday Cards. The cards will be mailed out the second week of December. Patrick Riordan is the project manager.
- The Harbormaster submitted the annual Pump-Out Grant Application. This year we are requesting an additional 10K (For a total of 70K) to convert our Pump-Out to a reliable vessel that can be efficiently maintained.
- New Year's Eve Fireworks are coming up. This month, the Harbormaster secured a barge and a tow for the platform for the fireworks. Anne Arundel County FD agreed to dive to retrieve the chain for the barge. This will save us \$700!
- Our Patrol Boat #1 continues to be out of service with no easy solutions in sight. We are awaiting an estimate to convert this vessel to an outboard boat so as to have a reliable boat that can be maintained in an affordable fashion.
- Patrol Boat #2's outboard motor is failing and her tubes leak. This vessel is at the end of her life. We are getting bids for new tubes and a new outboard motor.

## Transportation

### Activity Report

#### Transit Operations

Table 1 November 2016 Unlinked Passenger Trips

Route			% Change
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	November 2016	November 2015	
Red	4,522	4,865	-7.05%
Yellow	2,355	2,596	-9.28%
Green	5,694	7,665	-25.71%
Orange	1,587	1,898	-16.39%
Gold	2,113	2,458	-14.04%
Brown	5,609	5,725	-2.03%
Purple	2,858	3,533	-19.11%
Circulator	2,373	2,460	-3.54%
State Shuttle	2,784	3,689	-24.53%
Paratransit	240	460	-47.83%
<b>Total</b>	<b>30,135</b>	<b>35,349</b>	<b>-14.75%</b>

Table 2 November 2016 Farebox Revenue

Route	November 2016	November 2015	% Change
Red	\$6,743	\$7,731	-12.78%
Yellow	\$1,282	\$1,680	-23.69%
Green	\$9,404	\$10,365	-9.27%
Orange	\$2,244	\$2,637	-14.90%
Gold	\$2,601	\$3,095	-15.96%
Brown	\$8,993	\$10,062	-10.62%
Purple	\$3,011	\$4,062	-25.87%
Circulator	\$1,225	\$2,622	0.00%
State Shuttle**	\$367	\$489	-24.95%
Paratransit	\$921	\$522	76.44%
<b>Total</b>	<b>\$36,791</b>	<b>\$43,265</b>	<b>-14.96%</b>

\*\*Excludes fares from State employees

### Service Hours and Service Miles

Total Service Hours in November 2016: 4,667.5 hours  
Total Service Miles in November 2016: 47,342 miles

### On-Time Performance (OTP):

- ADA Paratransit Service: OTP for paratransit service was 99.99%. There were eleven (11) cancellations, and three (3) no-shows.
- Fixed route's OTP was 87.5% based on 37 observations.

### Miscellaneous:

- There were no special service events requiring our buses or staff members
- No Gold route transfers were issued again this month

### Parking

Table 3 Parking Garages – Vehicles Parked and Revenue, November 2016

Garage/Lot	Vehicles Parked	Total Revenue
Gotts	16,476	\$158,327.00
Hillman	13,422	\$206,191.00
Knighton	4,287	\$33,950.00
Park Place**	7,776	\$103,837.33
South Street Lot	1,232	\$11,163.00
Larkin Street Lot	57	\$11,250.00
<b>Total</b>	<b>43,250</b>	<b>\$524,718.33</b>

Table 4. On-Street Parking, November 2016

Meter Revenue	\$111,721.75
Parking Citation Revenue	\$80,780.00

### On-Street Parking Operations in Parking District 1 – November 2016

Number of vehicles scanned: Not Available  
Number of citations issued: 482

### Overtime and Leave (sick, vacation personal) Hours

Overtime is a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period October 20, 2016 through November 16, 2016.

Table 5 Summary of Overtime and Leave Hours – October 20 – November 16, 2016

Division	Overtime	Leave (sick, vacation and personal, etc.)
Parking Enforcement Officers & Parking Meter Technicians	0 hours	57 hours
Transit Vehicle Operations – Bus Operators only	202.5 hours	532.5 hours
Transit Supervision	60.25 hours	83 hours
Vehicle Maintenance	8.5 hours	104 hours

## African-American Liaison

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- Continue to walk the neighborhoods and speak to residents about their concerns and needs.
- Continue to visit with churches about my new job and discuss how we can work together.
- Visited with Newtowne 20 residents both during the day and in the evening to continue dialog about drugs, violence, guns and how to clean up the neighborhood.
- Talked to a gentlemen about the shoe shine program; plans are to start teaching kids about the business of shoe shining in March.
- Meet with Ward 2 residents to continue dialog about drugs, violence, guns and how to clean up the neighborhood.
- Meeting with parents regarding Bates Middle School bus pickup/drop off location at Calvert and West Street.
- Attended meeting with Kevin Simmons, et al, regarding Homeless Relief.
- Continue to send men and women to long-term treatment programs.
- Continue to send men and women to detox and short-term treatment programs.
- Continue to transition folks from treatment into recovery houses and sober living programs.
- Attend meeting at Marriott BWI hosted by Myra Grand Chapter, OES where I received their Outstanding Community Service Award.
- Thanksgiving Dinner for the Homeless at the Stanton Community Center.
- Distribute leftover turkeys, etc. to needy families.
- Meeting at Stanton Center with residents of Ward 4.
- Meeting at Light House Shelter with new Director.
- Meeting at Middleton's Tavern for local restaurant owners to tell them about WCF and my new position with the City.
- Meeting at Eastport Democratic Club regarding my new position and how we can work together.

## Hispanic Liaison

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- Attended meeting for "Job Opportunities with MD Live Casino" 150 potential openings, transportations issues, growing opportunities, etc... Overall made connections to share with the community. Referred at least 2 Annapolis residents who had their own transportation.

- Attended meeting with Betsie Regards and Carlos Garcia, at Melvin Properties for a “1st Time Home Buyer Seminar” tentative date Jan 15 place TBD.
- Met Mr. Larry Griffin who share his experience working with some of the Hispanic residents and their challenges on drugs, homeless, needs as a family, etc And how we could work together to make those services accessible for the community, especially during winter for homeless.
- Met with Jared & Marc about the Hispanic community needs and how this new role plays a very important part to the success of the city.
- Attended a meeting at Anne Arundel County by Maria Casasco “Victims of Violence/Abuse Resources for the Hispanic/Latino Community” Made some connections YWCA, AA county police, Attorney’s office, and Therapy services. Next meeting Jan 9.
- Learned about more resources for the community from Family Support center, Catalina Hardcastle. Received material for those services. The following week, referred a widow father of 4 children who had just lost his wife from a medical condition. And also found legal help from the “Corte de Familia” office where he went to see Rosa Virginia. He was assisted by both.
- Invited along with Maria Casasco and Marc Rodriguez to the “Capital Newspaper” to speak about the Hispanic Community reaction after the elections.
- Worked on translations for the Transportation department, 80% has been completed. Already send 1 document, and will finish by 12/15 the remaining.
- Attended community relations meetings: commissions have plenty of vacancies and exchanged ideas to attend community meetings.
- Met with Mexican Consul Juan Carlos Mendoza at City Hall along with Mayor Mike Palentides. After attended a meeting for the Hispanic leaders at Alfredo’s Driving School. Where I met five church and community leaders.